



**Montana
Office of Public Instruction**
Denise Juneau, State Superintendent

opi.mt.gov

Office of Public Instruction
P.O. Box 202501
Helena, MT, 59620-2501
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)
opi.mt.gov

TO: School Discipline Registered Users
FROM: Karen B. Crogan, Data and Accountability Specialist
RE: School Discipline Login and Instructions for **School Year 2010-2011**

IMPORTANT – Please read carefully!

You have indicated that you are ready to begin entering your school discipline data. Enclosed are your user name and password for accessing the School Discipline Data Collection application for the 2010-2011 school year. These are to be used in addition to the Citrix/IRIS logins and passwords, which were sent to district Authorized Representatives in June. If you need assistance with the IRIS/Citrix login and passwords, please contact your district office or the OPI Help Desk (406-444-3448).

Please destroy your old school discipline passwords.

The School Discipline Data Collection includes all incidents occurring between July 1, 2010, and June 30, 2011, that:

- result in an out-of-school suspension or expulsion of any enrolled student, regardless of the length of time;
- result in an in-school suspension of a student with disabilities; or
- involve weapons, drugs or violence in which the perpetrator is a non-student.

School districts are required to enter and submit school discipline data electronically through the OPI's Web-based application. Paper copies of worksheets or information given over the telephone are no longer accepted. Failure to report will put a school out of compliance with the ESEA Act {UMIRS provisions, Section 4112(c)(3)}, requiring collection of specific data related to the frequency, seriousness, and incidence of violence and drug-related offenses resulting in suspensions and expulsions in elementary and secondary schools in the state.

The School Discipline Data Collection Web page provides access to documentation and resources at the following link: http://www.opi.mt.gov/Reports&Data/index.html?gpm=1_10. Some of the resources that you may find useful are:

- School Discipline Instruction Manual
- School Discipline List of Codes
- Glossary of Terms
- School Discipline Data Reporting Logs
 - Out-of-School Suspensions/Expulsions Worksheet
 - In-School Suspensions – Students with Disabilities Worksheet

The worksheets listed above may be helpful for compiling the data prior to entry into the application, but, as previously noted, they may no longer be used for paper filing. Contact the OPI if you need assistance with entering your data.

The Web application will be available beginning October 12, 2010, and will remain open through June 30, 2011, allowing schools and/or districts to enter data on an ongoing basis throughout the school year. Ongoing data entry has obvious advantages that include having an up-to-date log of incidents for a school; more accurate accounting of incidents when entered shortly after they occur; and reducing or eliminating the task of entering most or all your data at the end of the school year.

The school district administration is responsible for ensuring that the data entered for each school within the district are valid and reliable. The OPI will not consider the data to be complete until the district level is submitted. The submittal process will be available after May 15, 2011.

For additional information or with questions regarding the application, training, or anything mentioned in this memo, please contact Karen B. Crogan (444-0685, e-mail: kcrogan@mt.gov).

Thank you.
Enclosures

The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.